

Department of Biochemistry

Biochemistry **Purchasing** **System**

User Manual: Guest Lab



09

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Introduction

The Biochemistry's Administration & Finance Office is a team of dedicated professionals whose focus is to facilitate and support the teaching and research efforts of the department. We seek to efficiently manage the department's available funding and resources in order to meet the growing needs of the department, effectively manage the physical infrastructure of the department and to ensure the timely delivery of goods and services. We actively seek to provide excellence in customer service, in keeping with the standards and values of the University.

We have initiated the implementation of the Biochemistry Purchasing System (BPS) to replace the current paper procedure used by the Biochemistry labs to place orders. BPS is a sophisticated, web based, dependable, easily maintained database system.

BPS provides you with:

- An approval flow process that supports the requirements of the many different funding agencies that support Biochemistry's research.
- Order tracking so that you can identify where your order is in the process, from order submission to product receipt.
- A central repository for all documentation associated with a purchase, and documentation that is retrievable at any time, with minimal effort. This is required for the effective management and reporting of our grant spending.
- Reporting that can provide information to make the most of your purchasing dollars and reduce time and effort.
- Software can be deployed and configured without an IT department.

System requirements

BPS is a Web based application that can be accessed from any computer with an internet connection. There is no additional software needed.

It has been tested using these browsers:

- Internet Explorer 7.0
- Firefox 5.0
- Chrome 1.0
- Safari 4

Getting Started

This is the starting URL. Enter it into your browser and add it to your “Bookmarks”.

http://www2.biochem.wisc.edu/cgi-bin/bps/start.cgi/apps/power_office/login.html

It displays the login page.

For the Guest Lab use:

- Login ID: **Guest**
- Password: **Guest**
- Click **“Log In”**

Aestiva Power Office - User - Windows Internet Explorer

http://www2.biochem.wisc.edu/cgi-bin/bps/start.cgi/apps/power_office/login.html

File Edit View Favorites Tools Help

Aestiva Power Office - ... X Google

Power Office Close Window

Login Below.

Login ID: Ansarilab

Password:

Log In

Enter the Login Id Password

Then click “Log In”

Lost Your Password?
Enter email address and click Submit to email yourself your password.

Submit

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http://www2.biochem.wisc.edu/cgi-bin/bps/start.cgi/apps/power_office/login.ht

Internet | Protected Mode: On 100%

The View and Edit Page

After logging in, the “View and Edit” page is displayed. The “View and Edit” page is your starting point for creating an order, reviewing existing orders and creating reports. Creating an order will be explained next, the other options are explained in later parts of this manual.

Power Office User: AnsariLab Logout

View and Edit Reports Tools Password

View and Edit - Biochemistry Purchasing System (BPS)

To view a Power Office Form, click its Approval Number. To sort by a column, click the column header. Turn help on.

Find Advanced Clear

View

S* Req/Approval#	Date	Requested By	Lab	Vendor Name	Next Approver	Total
A R50555/2050	11/05/2008	Sarmila Basnet	Ansari Stratagene			68.00
A R50554/2051	11/05/2008	Sarmila Basnet	Ansari ISC BioExpress			39.00
A R50570/2056	11/05/2008	Sarmila Basnet	Ansari Agencourt			408.00
A R50613/2057	11/07/2008	Sarmila Basnet	Ansari Fisher Scientific			11.67
A R50634/2059	11/07/2008	Sarmila Basnet	Ansari Rockland Immunologicals			240.00
A R50635/2060	11/07/2008	Sarmila Basnet	Ansari GE Healthcare			247.50
A R50636/2061	11/07/2008	Sarmila Basnet	Ansari Electron Microscopy Sciences			31.00
A R50637/2062	11/07/2008	Sarmila Basnet	Ansari Telechem International			544.50
A R50638/2063	11/07/2008	Sarmila Basnet	Ansari Genetex			122.00
A R50639/2064	11/07/2008	Sarmila Basnet	Ansari Cayman Chemicals			63.00
A R50640/2065	11/07/2008	Sarmila Basnet	Ansari Vector Labs			95.00
A R50641/2066	11/07/2008	Sarmila Basnet	Ansari Trilink Biotech			400.00
A R50655/2129	11/10/2008	Sarmila Basnet	Ansari Fisher Scientific			67.70
A R50656/2130	11/10/2008	Sarmila Basnet	Ansari VWR Scientific			200.00
A R50710/2177	11/12/2008	Sarmila Basnet	Ansari Corporate Express			14.33
A R50614/2058	11/07/2008	Sarmila Basnet	Ansari American Peptide Company, Inc.			93.70
A R50810/2272	11/20/2008	Sarmila Basnet	Ansari Enzo Life Sciences			147.00
A R50856/2308	11/21/2008	Sarmila Basnet	Ansari Invitrogen			215.63
A R50863/2314	11/21/2008	Sarmila Basnet	Ansari Advanced Targeting Systems			675.00
A R50877/2322	11/21/2008	Aseem Z Ansari	Ansari Bio-Rad SUPPLY CENTER			114.00
A R50882/2329	11/24/2008	Sarmila Basnet	Ansari Lakeside Curative Services			74.50
A R50883/2330	11/24/2008	Sarmila Basnet	Ansari Midwest Scientific			318.00
A R50904/2351	11/24/2008	Sarmila Basnet	Ansari Fisher Scientific			404.11
A R50906/2494	11/24/2008	Sarmila Basnet	Ansari Corporate Express			379.97

Action Icons

- Action Reque
- Action Reque

Workflow Status

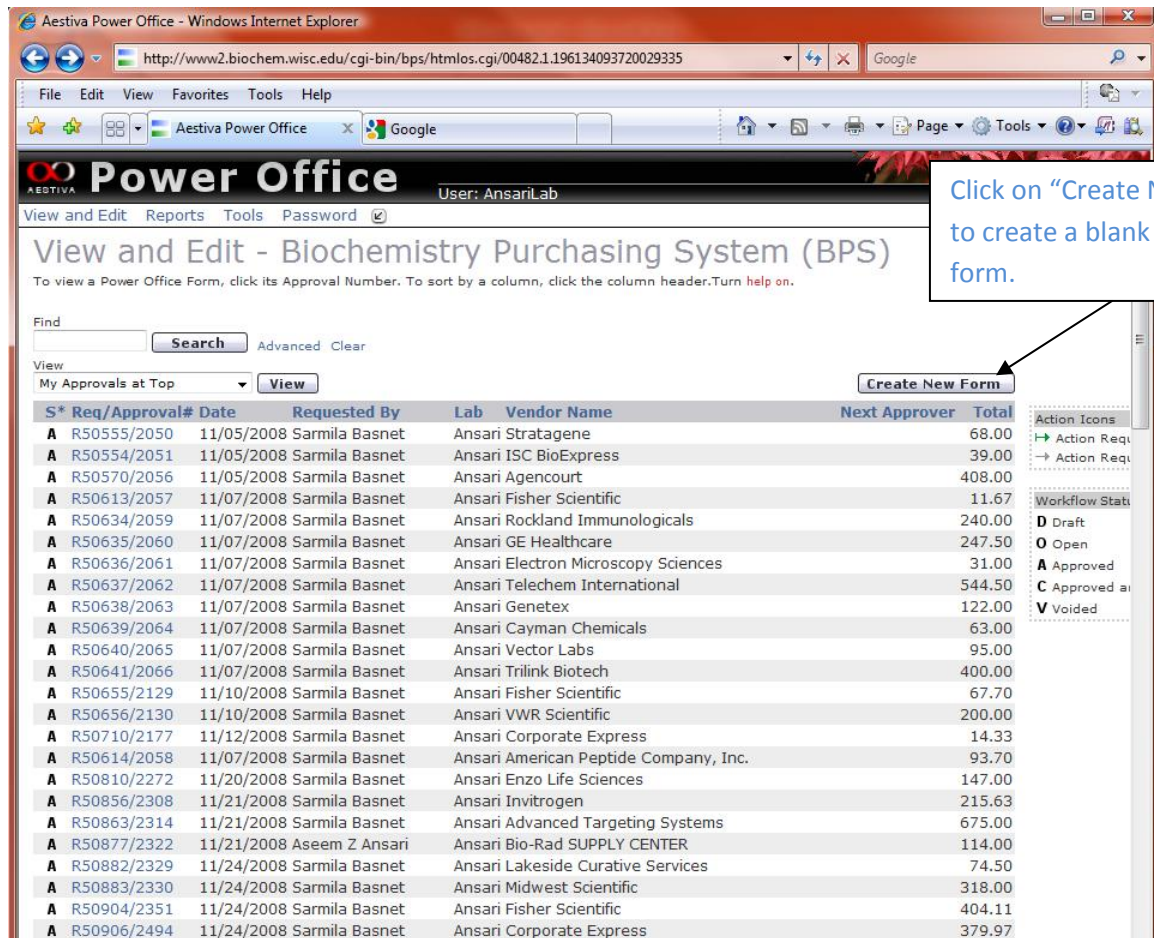
- D Draft
- O Open
- A Approved
- C Approved and
- V Voided

+

Placing an order

Follow these steps to place an order with the Biochemistry purchasing department.

- Click “Create New Form”



Power Office User: AnsariLab

View and Edit - Biochemistry Purchasing System (BPS)

To view a Power Office Form, click its Approval Number. To sort by a column, click the column header. Turn [help on](#).

Find

View

S*	Req/Approval#	Date	Requested By	Lab	Vendor Name	Next Approver	Total
A	R50555/2050	11/05/2008	Sarmila Basnet	Ansari Stratagene			68.00
A	R50554/2051	11/05/2008	Sarmila Basnet	Ansari ISC BioExpress			39.00
A	R50570/2056	11/05/2008	Sarmila Basnet	Ansari Agencourt			408.00
A	R50613/2057	11/07/2008	Sarmila Basnet	Ansari Fisher Scientific			11.67
A	R50634/2059	11/07/2008	Sarmila Basnet	Ansari Rockland Immunologicals			240.00
A	R50635/2060	11/07/2008	Sarmila Basnet	Ansari GE Healthcare			247.50
A	R50636/2061	11/07/2008	Sarmila Basnet	Ansari Electron Microscopy Sciences			31.00
A	R50637/2062	11/07/2008	Sarmila Basnet	Ansari Telechem International			544.50
A	R50638/2063	11/07/2008	Sarmila Basnet	Ansari Genetex			122.00
A	R50639/2064	11/07/2008	Sarmila Basnet	Ansari Cayman Chemicals			63.00
A	R50640/2065	11/07/2008	Sarmila Basnet	Ansari Vector Labs			95.00
A	R50641/2066	11/07/2008	Sarmila Basnet	Ansari Trilink Biotech			400.00
A	R50655/2129	11/10/2008	Sarmila Basnet	Ansari Fisher Scientific			67.70
A	R50656/2130	11/10/2008	Sarmila Basnet	Ansari VWR Scientific			200.00
A	R50710/2177	11/12/2008	Sarmila Basnet	Ansari Corporate Express			14.33
A	R50614/2058	11/07/2008	Sarmila Basnet	Ansari American Peptide Company, Inc.			93.70
A	R50810/2272	11/20/2008	Sarmila Basnet	Ansari Enzo Life Sciences			147.00
A	R50856/2308	11/21/2008	Sarmila Basnet	Ansari Invitrogen			215.63
A	R50863/2314	11/21/2008	Sarmila Basnet	Ansari Advanced Targeting Systems			675.00
A	R50877/2322	11/21/2008	Aseem Z Ansari	Ansari Bio-Rad SUPPLY CENTER			114.00
A	R50882/2329	11/24/2008	Sarmila Basnet	Ansari Lakeside Curative Services			74.50
A	R50883/2330	11/24/2008	Sarmila Basnet	Ansari Midwest Scientific			318.00
A	R50904/2351	11/24/2008	Sarmila Basnet	Ansari Fisher Scientific			404.11
A	R50906/2494	11/24/2008	Sarmila Basnet	Ansari Corporate Express			379.97

Action Icons:
→ Action Requi
→ Action Requi

Workflow Status:
D Draft
O Open
A Approved
C Approved and
V Voided

The Purchasing Request Form

A blank Requisition/Purchase Order form is created. The “Lab” field is automatically populated based on your user login id, and cannot be changed.

The screenshot shows a web browser window titled "Aestiva Power Office - Windows Internet Explorer". The address bar displays the URL: <http://www2.biochem.wisc.edu/cgi-bin/bps/htmls.cgi/00482.1.196134093720029335>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and printing. The page header features the "Power Office" logo, the user name "User: AnsariLab", and a "Logout" link. Below the header, there are tabs for "View and Edit", "Reports", "Tools", and "Password".

The main content area is titled "Create" and contains the following information:

Department of Biochemistry
Requisition/Purchase Order

Requested By:
Lab: Ansari
Phone:
Email:
Shipping Preference: Standard/Ground

Purchase Order
PO No: Auto
PO Date: 03/30/2009

Vendor: Add
Select

Ship To: Biochemistry
Attn: /Ansari/

Item No	Units	Description	Qty.	Class Code	Unit Price	Ext Price
? <input type="text"/>	Ea <input type="text"/>	<input type="text"/>	<input type="text"/>	Supplies-Laboratory (3105) <input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>
? <input type="text"/>	Ea <input type="text"/>	<input type="text"/>	<input type="text"/>	Supplies-Laboratory (3105) <input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>
? <input type="text"/>	Ea <input type="text"/>	<input type="text"/>	<input type="text"/>	Supplies-Laboratory (3105) <input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>
? <input type="text"/>	Ea <input type="text"/>	<input type="text"/>	<input type="text"/>	Supplies-Laboratory (3105) <input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>
? <input type="text"/>	Ea <input type="text"/>	<input type="text"/>	<input type="text"/>	Supplies-Laboratory (3105) <input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>
? <input type="text"/>	Ea <input type="text"/>	<input type="text"/>	<input type="text"/>	Supplies-Laboratory (3105) <input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>

Add lines

Special Instructions	Subtotal
<input type="text"/>	0.00
	Shipping 0.00
	Total 0.00

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Internet | Protected Mode: On 100%

Filling the Purchase Request: Personal Information

Begin by entering your name into the “Requested By” field, this will auto populate Phone and Email. **Note: you must have your name listed in the Biochemistry directory to use this system.**

Aestiva Power Office - Windows Internet Explorer

http://dev.aestiva.com/demo2/htmls/00635.1.180465049419940342

Power Office User: CraigLab Logout

Create

Enter the following information for the Power Office Form and click [Submit]. Turn help on.

Department of Biochemistry Requisition/Purchase Order

Requested By: Dav

Lab: David Aceti

Phone: David Taggart

Email: David D. Nehls

Shipping Preference: David Parker

Vendor: Add Select

Ship To: Biochemistry

Attn: /Craig/

Purchase Order

PO No: Auto

PO Date: 01/20/2009

Item No	Units	Description	Qty.	Class Code	Unit Price	Ext Price
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		

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Aestiva Power Office - Windows Internet Explorer

http://dev.aestiva.com/demo2/htmls/00950.1.169045345514117170

Power Office User: CraigLab Logout

Create

Enter the following information for the Power Office Form and click [Submit]. Turn help on.

Department of Biochemistry Requisition/Purchase Order

Requested By: David Parker

Lab: Craig

Phone: 263-6893

Email: dparker@biochem.wisc.edu

Shipping Preference: Standard/Ground

Vendor: Add

Ship To:

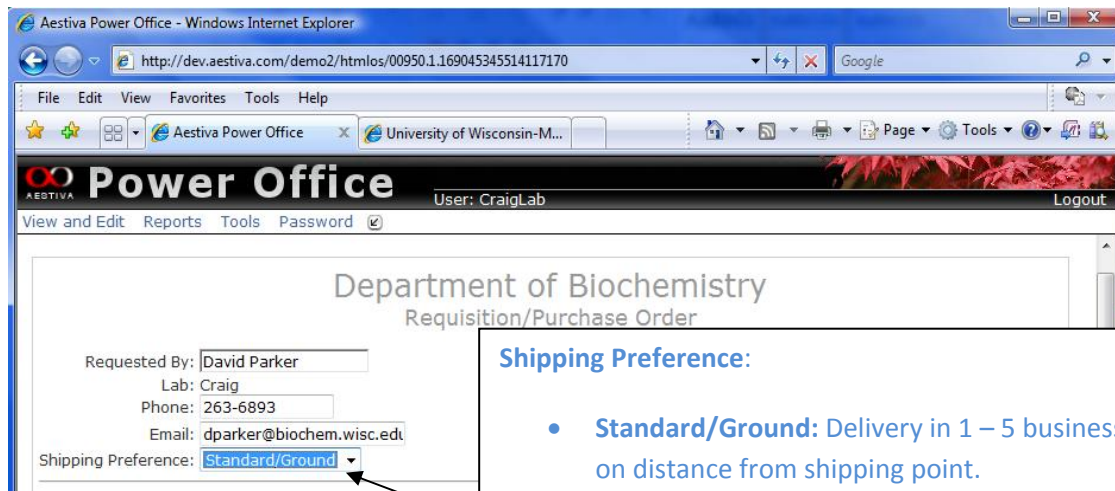
Purchase Order

PO No: Auto

PO Date: 01/20/2009

Select Shipping Preference

Select the shipping choice that is most appropriate for your needs.



Aestiva Power Office - Windows Internet Explorer

http://dev.aestiva.com/demo2/htmos/00950.1.169045345514117170

File Edit View Favorites Tools Help

Aestiva Power Office x University of Wisconsin-M... Page Tools ?

Power Office User: CraigLab Logout

View and Edit Reports Tools Password


Department of Biochemistry
Requisition/Purchase Order

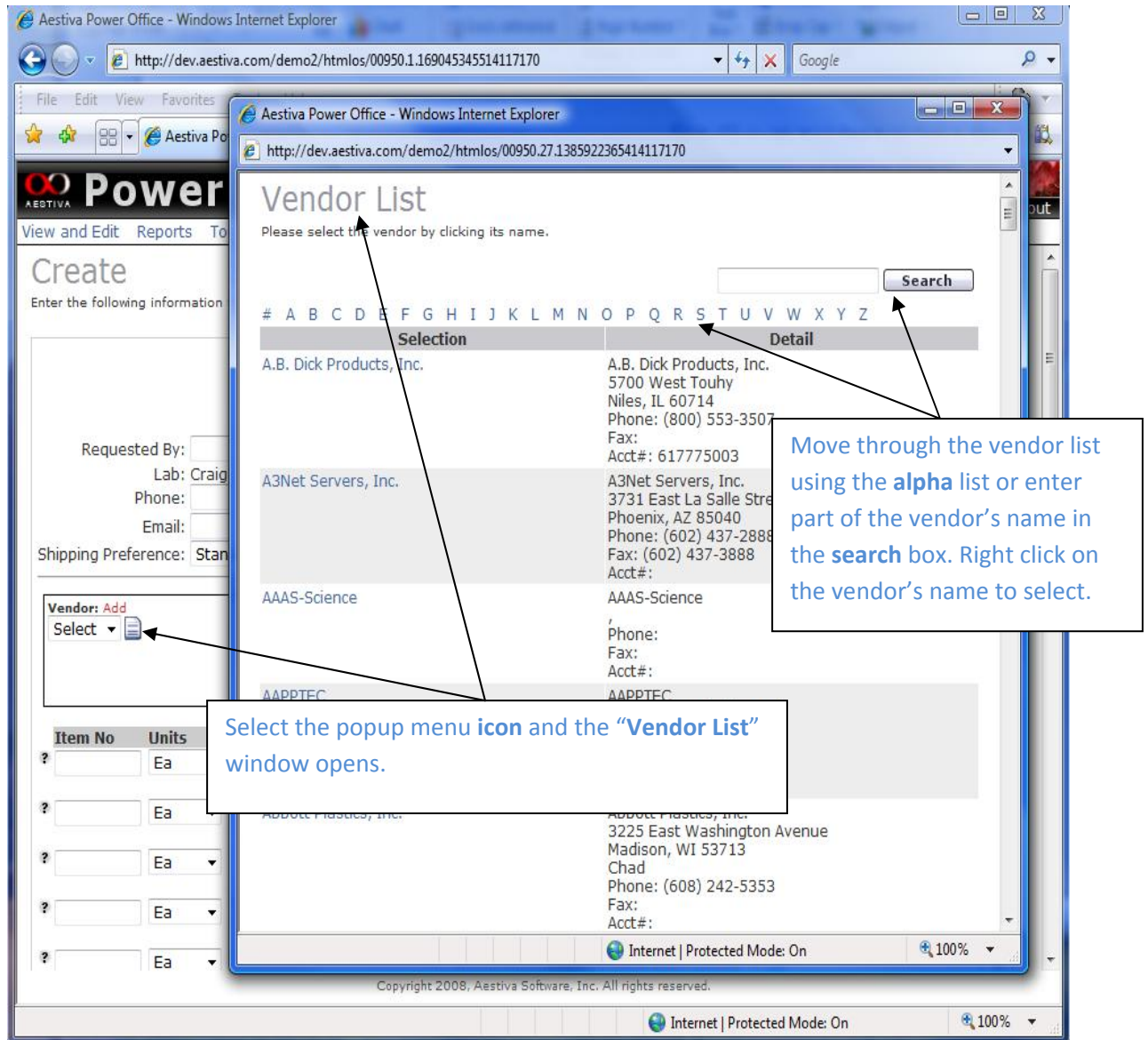
Requested By: David Parker
Lab: Craig
Phone: 263-6893
Email: dparker@biochem.wisc.edu
Shipping Preference: Standard/Ground

Shipping Preference:

- **Standard/Ground:** Delivery in 1 – 5 business days, based on distance from shipping point.
- **2nd Day:** Delivery in 2 business days by 4:30 p.m. to most areas.
- **Local:** Taxi or parcel delivery service.
- **Overnight Delivery:** Next business day by 10:00am
- **Best:** Purchasing will process using their best judgment based on criteria such as the selected vendor and items being purchased.

Select Vendors

We have preloaded over 1200 vendors that are commonly used by the Biochemistry department. Click on the menu icon  to open a “Vendor List” window.




Vendor List
Please select the vendor by clicking its name.

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Selection	Detail
A.B. Dick Products, Inc.	A.B. Dick Products, Inc. 5700 West Touhy Niles, IL 60714 Phone: (800) 553-3507 Fax: Acct#: 617775003
A3Net Servers, Inc.	A3Net Servers, Inc. 3731 East La Salle Street Phoenix, AZ 85040 Phone: (602) 437-2888 Fax: (602) 437-3888 Acct#:
AAAS-Science	AAAS-Science Phone: Fax: Acct#:
AAPTEC	AAPTEC

Vendor: Add
Select 

Item No Units
? Ea
? Ea
? Ea
? Ea
? Ea

Internet | Protected Mode: On 100%

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Internet | Protected Mode: On 100%

Move through the vendor list using the **alpha** list or enter part of the vendor's name in the **search** box. Right click on the vendor's name to select.

Select the popup menu icon and the “Vendor List” window opens.


Select Ship To location

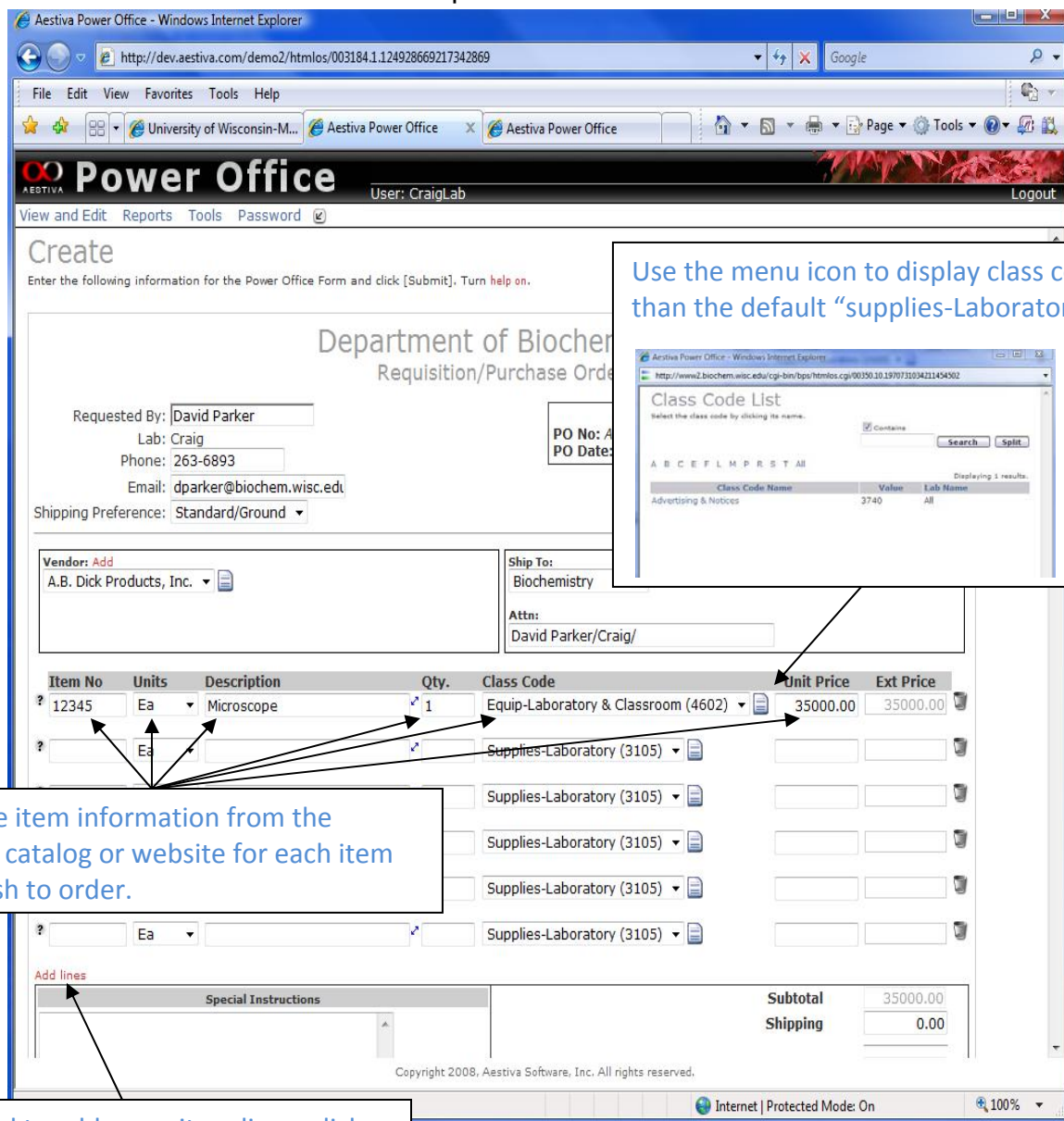
Select the appropriate "Ship To" address for your location from the drop down menu.

- Biochemistry** - 433 Babcock - Madison WI 53706
- Enzyme Institute** - 1710 University Ave - Room 196 - Madison WI 53707
- Microbial Sciences** - 1550 Linden Drive - Room 5445 - Madison WI 53706

The **Attention** line populates automatically from the requestor data.

Enter items to be ordered

Enter the items you wish to order using the vendor's catalog or website. The class code default to "supplies-Laboratory (3105)", if this is incorrect for this item, then select the menu icon  to open a class code list.



The screenshot shows the Aestiva Power Office web application. The main form is titled "Create" and "Department of Biochemistry Requisition/Purchase Order". It contains fields for "Requested By" (David Parker), "Lab" (Craig), "Phone" (263-6893), "Email" (dparker@biochem.wisc.edu), "Shipping Preference" (Standard/Ground), "Vendor" (A.B. Dick Products, Inc.), "Ship To" (Biochemistry), and "Attn" (David Parker/Craig/). Below these fields is a table with columns: Item No, Units, Description, Qty., Class Code, Unit Price, and Ext Price. The first row shows Item No 12345, Units Ea, Description Microscope, Qty 1, Class Code Equip-Laboratory & Classroom (4602), Unit Price 35000.00, and Ext Price 35000.00. Below the table are several rows with the Class Code dropdown set to "Supplies-Laboratory (3105)". At the bottom right, there are fields for "Subtotal" (35000.00) and "Shipping" (0.00). A pop-up window titled "Class Code List" is open, showing a search bar and a table with columns: Class Code Name, Value, and Lab Name. The table contains one row: Advertising & Notices, 3740, All. Arrows point from the text boxes to the relevant parts of the form.

Use the menu icon to display class codes other than the default "supplies-Laboratory (3105)".

Add the item information from the vendor catalog or website for each item you wish to order.

If you need to add more item lines, click "Add Lines" and the system will add five addition lines.

Selecting funding and special instructions

Funding needs to be selected carefully. Review with your Professor or Lab Manager. Only funding for your lab will be available in the drop down menu.

Use the “**Special Instructions**” area to communicate to the Biochemistry purchasing anything you think is of importance to complete this order.

Subtotal 35000.00
Shipping 0.00
Total 35000.00

Selected Funding: 144-144MS93_REGULATION AND FUNCTION OF THE_NIH_R37 GM031107_CRAIG_6-30-2009

Supporting Documentation:

Invoice#:	Invoice Attached?	No
Quotation#:	Quotation Attached?	No
Publications#:	Pages Attached?	No
Service Contract#:	Contract Attached?	No

Prior Approval/Justification
Other:

Supporting Documentation Attachments
Attachment Size
No Attachments Found
Browse... Attach

Purchase

Date Ordered:

Select

- 133-133JT18_FRIEDREICHS ATAXIA: THE BIOLO_MDA_MDA 3965_CRAIG_6-30-2008
- 135-135D012_LABORATORY SHARE OF ROYALTY &_WARF_CRAIG_11-14-2025
- 135-135E070_BIOCHEMISTRY RETENTION FUNDING_WARF_CRAIG_11-14-2032
- 135-135G662_STAFF RETENTION_WARF_CRAIG_11-14-2032
- 144-144MS93_REGULATION AND FUNCTION OF THE_NIH_R37 GM031107_CRAIG_6-30-2009
- 144-144NK48_ROLES OF MOLECULAR CHAPERONES_NIH_R01 GM027870_CRAIG_3-31-2009

Select the appropriate **funding** for this order from the drop down menu.

Supporting documentation

Indicate and attach any supporting documentation that may be needed to process this order.

Attach a PDF or text file containing the supporting documentation.

How to attach a file:

1. Select "Browse"
2. Direct the dialog box to the file's location
3. In the dialog box select the file you want to attach, click "Open"
4. On the purchase request form, click "Attach"
5. Your file name should be listed under the "Attachment" heading

Indicating if Biochemistry Purchasing should place this order.

This required field is used to indicate if you have already placed this order with the vendor and you created this form for tracking only, or if you want the Biochemistry Purchasing group to place this order with the vendor.

Power Office User: Chair Logout

View and Edit Reports Tools Password More...

Purchasing Documentation and Attachments

Payment Status

All Items Received: Select

Biochemistry Purchasing To Place This Order? **Select**

Confirmation Number

Funding:

Class Code: Select

Purchase Order Number:

Anticipated Delivery Date:

Select "Yes" if you want Biochemistry Purchasing to place this order with the vendor.

Select "No" if you have placed the order with the vendor and this form is for tracking and documentation. Be sure to complete the other order fields as indicated below.

If you selected "No" above, be sure to complete these other order fields:

Power Office User: Chair Logout

View and Edit Reports Tools Password More...

Purchasing Documentation and Attachments

Payment Status

All Items Received: Select

Biochemistry Purchasing To Place This Order? **No**

Confirmation Number

Funding:

Class Code: Select

Purchase Order Number:

Date Ordered: 02/20/2009

PO/ProCard: Select

PC-Recon: ☐

Ship Via: Select

Ship Date:

Anticipated Delivery Date:

Note: If you selected "No" above and you placed this order with the vendor, be sure to complete these fields: "Date Ordered"; "PO/ProCard"; "Confirmation Number"; and attach any order confirmation hardcopy.

File Attachments

Attachment	Size
No Attachments Found	

Browse... Attach

Submitting your order

Review your order for completeness and correctness and then click “Submit” at the bottom of the Page.

Aestiva Power Office - Windows Internet Explorer

http://dev.aestiva.com/demo2/htmls/003184.1.124928669217342869

File Edit View Favorites Tools Help

University of Wisconsin... Aestiva Power Office x Aestiva Power Office

Power Office User: CraigLab Logout

View and Edit Reports Tools Password

Value of Goods Unreceived: 0.00
Value of Services Received: 0.00
Value of Services Unreceived: 0.00
Value of Goods & Services Received: 0.00
Value of Goods & Services Unreceived: 35000.00

Receive Notes:

Attachment Size
No Attachments Found
Browse... Attach

Invoice Register

Method	Invoice Date	Notes/Invoice #	Invoice Amount	Invoice Status
				Total Invoiced: 0.00
				Balance: 35000.00

Comments:

Attachment Size
No Attachments Found
Browse... Attach

Delete Submit

Save As Draft Copy

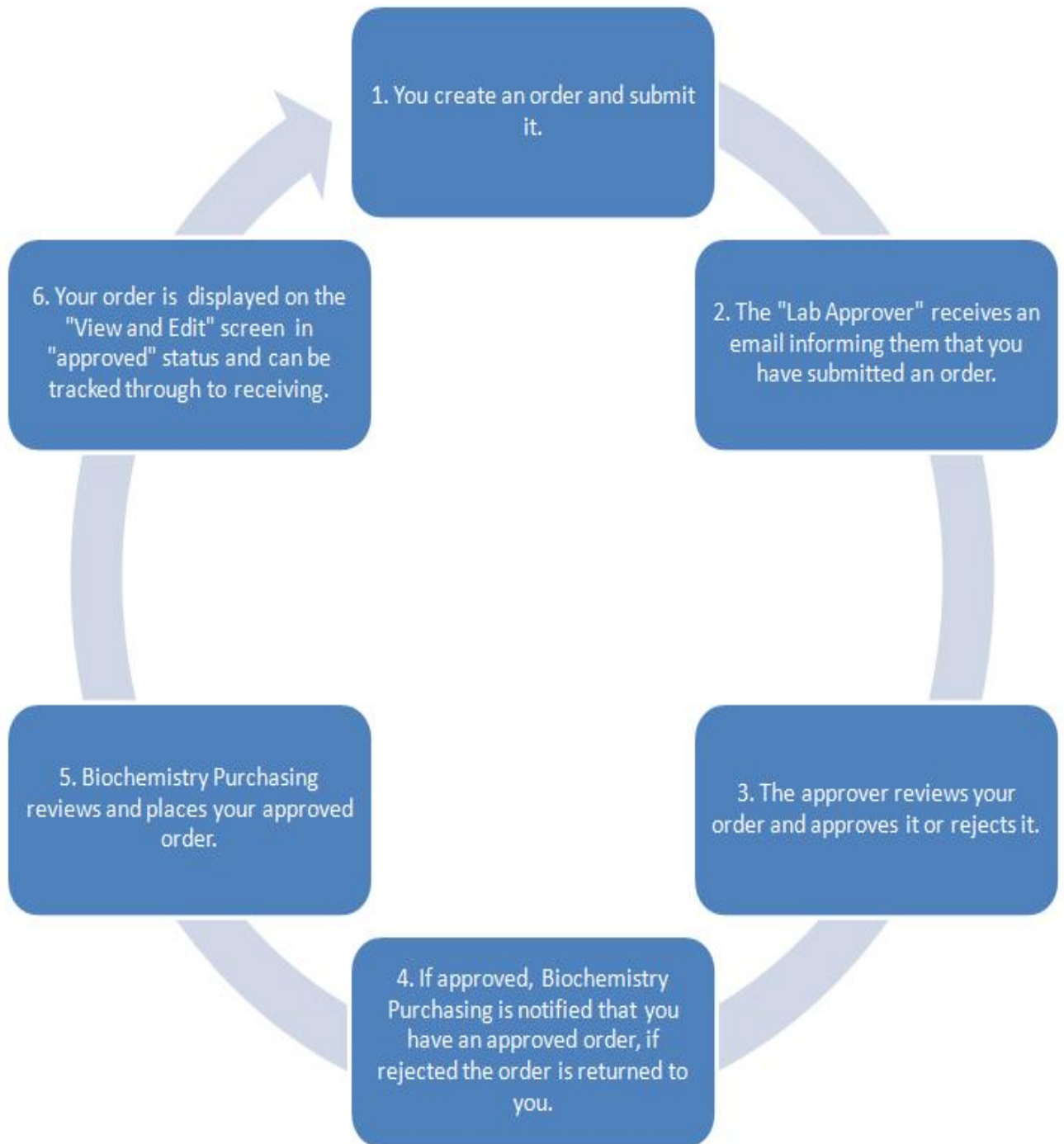
Status: Draft

Activity Log
Draft saved - 01/21/2009 6:14 A.M. by CraigLab

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Internet | Protected Mode: On 100%

What happens after I submit an order?



Viewing and tracking your order

Aestiva Power Office - Windows Internet Explorer

http://dev.aestiva.com/demo2/htmls/001508.1.154026537610033449

File Edit View Favorites Tools Help

University of Wisconsin-M... Aestiva Power Office

Power Office User: Craig Logout

View and Edit Reports Tools Password

View and Edit - Biochemistry

To view a Power Office Form, click its Approval Number. To sort by a column header, turn help on.

Find Advanced Clear

View

S*	Req/Approval#	Date	Requested By	Lab	Vendor Name	Next Approver	Total
D	R51714	01/21/2009	David Parker	Craig	A.B. Dick Products, Inc.		35,000.00
A	R50536/2043	10/31/2008	Elizabeth A Craig	Craig	Amazon		500.00
A	R50548/2045	11/03/2008	William A Walter	Craig	Amazon		112.85
A	R50549/2046	11/03/2008	Elizabeth A Craig	Craig	Fisher Scientific		3,558.95
A	R50535/2042	10/31/2008	William A Walter	Craig	Amazon		500.00
A	R50534/2041	10/31/2008	Elizabeth A Craig	Craig	Amazon		100.00
A	R50537/2044	10/31/2008	William A Walter	Craig	Axxora, LLC		1,000.00
A	R50794/2258	11/14/2008	Elizabeth A Craig	Craig	Badger Fluid Systems Technology, Inc.		1,870.00
A	R51180/2632	12					20.08
A	R51181/2633	12					66.26
A	R51227/2679	12					285.04
A	R51422/2866	12					718.00
A	R51434/2879	12					1,008.00
A	R51652/3097	01/13/2009	William A Walter	Craig	MDS (Stores)		29.78
A	R51653/3098	01/13/2009	William A Walter	Craig	Corporate Express		165.59
A	R51654/3099	01/13/2009	William A Walter	Craig	Corporate Express		6.46

Items per page: 25 50 100 ALL

Sort: S*

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http://dev.aestiva.com/demo2/htmls/001508.2.075398930110033449#

Internet | Protected Mode: On 100%

Use the "search" to find your order. Search by your Req/Approval#.

Or click on one of these headings to sort the open orders.

Action Icons

- Action Request
- Action Request (Future)

Workflow Status (S*)

- D Draft
- O Open
- A Approved
- C Approved and Closed
- V Voided

Search Results

Aestiva Power Office - Windows Internet Explorer

http://www2.biochem.wisc.edu/cgi-bin/bps/htmls/cgi/00354.2.18180704722524477

File Edit View Favorites Tools Help

University of Wisconsin-M... My UW-Madison Aestiva Power Office

Power Office User: CraigLab Logout

View and Edit Reports Tools Password

View and Edit - Biochemistry Purchasing System (BPS)

To view a Power Office Form, click its Approval Number. To sort by a column, click the column header. Turn help on.

Find Advanced Clear

View

S*	Req/Approval#	Date	Requested By	Lab	Vendor Name	Next Approver	Total
D	R51714	01/21/2009	David Parker	Craig	A.B. Dick Products, Inc.		35,000.00

Items per page: 25 50 100 ALL

Sort: S*

Action Icons

- Action Request
- Action Request (Future)

Workflow Status (S*)

- D Draft
- O Open
- A Approved
- C Approved and Closed
- V Voided

Adding a new vendor(1,2)

To add a vendor that is not in the vendor list: Click on “Add” to open a window.

Aestiva Power Office - Windows Internet Explorer

http://www2.biochem.wisc.edu/cgi-bin/bps/html0s.cgi/0078.2.175985891920532729

File Edit View Favorites Tools Help

University of Wisconsin-M... Aestiva Power Office

Power Office User: Aseem Z Ansari Logout

View and Edit Reports Tools Password

Department of Biochemistry
Requisition/Purchase Order

Requested By: David Parker
Lab: Ansari
Phone: 263-6893
Email: dparker@biochem.wisc.edu
Shipping Preference: Standard/Ground

Purchase Order
PO No: Auto
PO Date: 04/15/2009

Vendor: Add
Select

Click on “Add” to open the “Vendor Add” window.

David Parker/Ansari/

Item No	Units	Description	Qty.	Class Code	Unit Price	Ext Price
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		

Enter the complete data for the new vendor.

Aestiva Power Office - Windows Internet Explorer

http://www2.biochem.wisc.edu/cgi-bin/bps/html0s.cgi/0078.2.175985891920532729

File Edit View Favorites Tools Help

University of Wisconsin-M... Aestiva Power Office

Power Office User: Aseem Z Ansari Logout

View and Edit Reports Tools Password

Vendors

Enter new vendor information below and click [Save].

Pull-Down Name
Vendor Name
Vendor Addr. #1
Vendor Addr. #2
Vendor Addr. #3
Vendor URL
City
State: N/A
Zip Code
Contact
Email Address
Phone
Fax

Vendor ID: 120630
Distribution: All
Email/Fax on Approval: No
Account No.
Tax ID
Popup Alert

Currency: - Select -
Terms: - Select -
Tax Rate: %
Minimum Order (\$)

Cancel Save

Be sure to add complete and accurate vendor data.

After all vendor data has been entered, click “Save”.

Item No	Units	Description	Qty.	Class Code	Unit Price	Ext Price
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		
?	Ea			Supplies-Laboratory (3105)		

Adding a new vendor(2,2)

After adding the new vendor, please add a note saying that you added the vendor.

Biochemistry Purchasing will review the new vendor data.

The screenshot shows the Aestiva Power Office web application in a Windows Internet Explorer browser. The URL is <http://www2.biochem.wisc.edu/cgi-bin/bps/htmls.cgi/0099.3.187131831110748995>. The user is logged in as 'User: Aseem Z Ansari'. The application displays a form for adding a new vendor. The form includes a table with columns for 'Ea', 'Supplies-Laboratory (3105)', and 'Special Instructions'. The 'Special Instructions' field is highlighted with a callout box that says: 'In your order, add a comment in "Special Instructions" notifying Biochemistry Purchasing that you added this vendor.' The 'Special Instructions' field contains the text 'I had to add this vendor'. The 'Total' field shows '0.00'. The 'Funding' field is set to 'Select'.

Ea	Supplies-Laboratory (3105)	Special Instructions
Ea	Supplies-Laboratory (3105)	I had to add this vendor

Total: 0.00

Funding: Select

Access the “Approver” email account(1/2)

1. Go to - <https://wiscmail.wisc.edu/mailplus>
2. Enter the email address landick.purchasing@biochem.wisc.edu.
3. The default password is “Default123”
4. Review the purchase request. At the bottom select approve or reject.

WiscMail - Windows Internet Explorer

https://wiscmail.wisc.edu/en/mail.html?sid=ORmeRoimtqc&la... Google

File Edit View Favorites Tools Help

WiscMail Landick Purchasing <landick.purchasing@biochem.wisc.edu>

Folders Inbox Sent Trash Drafts Addresses Options Help / News Log Out

Select Folder | Inbox Messenger Express v3.07 (6) | Upgrade to a Client

Compose Reply Reply All Forward Delete Printable Add Addresses Previous Next Close S

From purchasing@biochem.wisc.edu , purchasing@biochem.wisc.edu
Sent Sunday, March 1, 2009 10:38 pm
To landick.purchasing@biochem.wisc.edu
Subject Approval Request

Dear Landick,

A Power Office AWAITS YOUR APPROVAL. Biochemistry Purchasing System (BPS) (#R52683)

Department of Biochemistry
Requisition/Purchase Order

Requested By: David Parker
Lab: Landick
Phone: 263-6893
Email: dparker@biochem.wisc.edu
Shipping Preference: Standard/Ground

Purchase Order
PO No: R52683
PO Date: 03/02/2009

Vendor:
A.B. Dick Products, Inc.
5700 West Touhy
Niles, IL 60714
Phone: (800) 553-3507
Web URL: www.abdick.com
Acct#: 617775003

Ship To:
Biochemistry
433 Babcock
Madison WI 53706
Attn:
David Parker/Landick/

Item No	Units	Description	Qty.	Class Code	Unit Price	Ext Price	Received
12345	ea	lab stuff	1	Supplies-Laboratory	10.00	10.00	

Special Instructions	Subtotal	Ext Price
	Shipping	0.00
	Total	10.00

Selected Funding: 144-144PM14_HIGH-THROUGHPUT IDENTIFICATION_NIH_1 R21
NS056937-01_LANDICK_6-30-2008

Access the “Approver” email account(2/2)

Purchasing Documentation and Attachments

Payment Status

Date Ordered:
PO/ProCard:
PC-Recon: false
Ship Via:
Ship Date:
Anticipated Delivery Date:
Comments:

All Items Received:
Biochemistry Purchasing To Place This Order? No
Confirmation Number
Funding: 144-144PM14_HIGH-THROUGHPUT IDENTIFICATION_NIH_1
R21 NS056937-01_LANDICK_6-30-2008
Class Code:
Purchase Order Number:
File Attachments
No Attachments found

Receiving Register

Shipment	Item No	Description	Order Status	Date	Received	Login Name
Value of Goods Received: 0.00 Value of Goods Unreceived: 0.00 Value of Services Received: 0.00 Value of Services Unreceived: 0.00 Value of Goods & Services Received: 0.00 Value of Goods & Services Unreceived: 10.00						
Receive Notes: No Attachments found						

Invoice Register

Method	Invoice Date	Notes/Invoice #	Invoice Amount	Invoice Status
Total Invoiced: 0.00 Balance: 10.00				
Comments: No Attachments found				

Status: Open
Activity Log
Submitted - 03/02/2009 10:38 A.M. by LandickLab

Approval Flow
Approver #1: Pending
Robert Landick **Approve** **Reject**
Status: Open

This automated message was sent by Aestiva Power Office. To respond click here. -- Power Office System

Click on “Approve” to forward to Biochemistry Purchasing or “Reject” to send it back to the requestor.

Procard Reconciling (1/3)

Once you begin using BPS for ordering, you do not need to use 4D to reconcile your biweekly procard statement. When using BPS, the funding that you selected in your order is used to update PVSnet (online system that provides statements) with the funding. Here's how it works.

1. You place an order through BPS and provide funding:

Special Instructions	Subtotal 250.00
	Shipping 15.00
	Total 265.00
Selected Funding: 144-144QC88_GENOME-WIDE CHANGES IN BACTERI_NSF_MCB-0640642_LANDICK_2-28-2010	
Supporting Documentation:	
Invoice#:	Invoice Attached? No
Quotation#:	Quotation Attached? No
Publications#:	Pages Attached? No

2. The Procard site manager uses this funding data to populate the PVSnet:

Transaction Review									
Vendor Name	Original Currency Amount	Settlement Amount	Card ID	Cardholder Name	Account (SFS)	Fund	Department (Omit the A)	Program	Project (must be 7 characters)
BIOLOG INC	244.48	244.48	230	DAVID PARKER-LANDICK	3105	144	073000	4	144PK72
BIOLOG INC	-1130.12	-1130.12	230	DAVID PARKER-LANDICK	3105	144	073000	4	144PK72
CLONTECH LABORATORIES	339.00	339.00	230	DAVID PARKER-LANDICK	3105	144	073000	4	144PK72
GILSON, INC	272.68	272.68	230	DAVID PARKER-LANDICK	3195	144	073000	4	144PK72
INVITROGEN 16098180	38.04	38.04	230	DAVID PARKER-LANDICK	3105	144	073000	4	144PF97
LAKESIDE CURATIVE SERV	54.50	54.50	230	DAVID PARKER-LANDICK	3105	144	073000	4	144PK72
NEOCLONE BIOTECHNOLOGY	265.00	265.00	230	DAVID PARKER-LANDICK	3105	144	073000	4	144QC88
QIAGEN INC.	815.00	815.00	230	DAVID PARKER-LANDICK	3105	144	073000	4	144PK72
WISC SOFTWARE UW TECH STO	373.63	373.63	230	DAVID PARKER-LANDICK	3150	150	073000	4	150A931

her allocation is allowed.

Procard Reconciling (2/3)

3. When the Procard Cardholder receives their by-weekly statement, the funding is reflected on the statement:

Cardholder Statement of Account

UW - MADISON

Page 1

5/12/2009

Statement of Account

For Transactions posted between 04/27/2009 to 05/01/2009

DAVID PARKER-LANDICK 0230

UWMADISON

BIOCHEMISTRY

433 BABCOCK DR

MADISON, WI 537061544

Limits

Transactions

Amount(\$)

Daily

0

0

Monthly

0

0

Cycle

0

25,000

Single Purchase

5,000

Tran Date	Post Date	Merchant	City, State/			
Transaction Allocation			Reference Number			
Expense Type Alloc	POS Code		Project Alloc Code			
Description				Orig Cur	Tax	Amount
4/22/2009 4/27/2009 BIOLOG INC			HAYWARD, CA	-1,130.12	0.00	-1,130.12
31051440730004144PK72			74755429115151129580193			
Landick*						
4/24/2009 4/27/2009 NEOCLONE BIOTECHNOLOGY			608-260-8190, WI	265.00	0.00	265.00
31051440730004144QC88			24269289114980002467760			
Landick*						
4/24/2009 4/27/2009 WISC SOFTWARE UW TECH STO			608-2623455, WI	373.63	0.00	373.63
31501500730004150A931			24717059115131159699433			
Landick*						
4/24/2009 4/27/2009 LAKESIDE CURATIVE SERV			262-5980098, WI	54.50	0.00	54.50
31051440730004144PK72			24325459116900019613809			
Landick*						

As a card holder, you need only review the funding for accuracy. If all the funding is correct, sign the statement and return it to the site manager. If changes are needed, mark the changes needed, sign and return to the site manager. Please attach all required documentation to the BPS record.

Transaction Allocation	Reference Number	
Expense Type Alloc	Project Alloc Code	
Description	Orig Cur	Tax
Amount		
4/22/2009 4/27/2009 BIOLOG INC	HAYWARD, CA	
31051440730004144PK72	74755429115151129580193	
Landick*		
4/24/2009 4/27/2009 NEOCLONE BIOTECHNOLOGY	608-260-8190, WI	265.00
31051440730004144QC88	24269289114980002467760	0.00
Landick*		265.00
4/24/2009 4/27/2009 WISC SOFTWARE UW TECH STO	608-2623455, WI	373.63
31501500730004150A931	24717059115131159699433	0.00
Landick*		373.63

Make a change to funding like this.

Procard Reconciling (3/3)

4. A report has been created to help you review Procard activity. Go to “Reports”, and then select “Procard Reconciliation”. Enter the start and end dates for the period of activity you’d like to review, and select your card from the list.

Enter query below and Generate Report. To download this report, [click here](#). To save as file, [click here](#). To print this report, [click here](#) or view as PDF. To email this report, [click here](#). [Edit help](#)

Report Query Generate Report

Submit Date >= 05/04/2008 AND Submit Date <= 05/12/2009 AND

PC_RECON = "false" AND PROCARD Contains Landick 0230 ?

Approval Number	DATE_ORDERED	Lab	Payment Method	Vendor Name	FUNDING	Total	PC_RECON
4914	04/06/2009	Landick 0230	Landick 0230	Biolog, Inc.	144-PRJ19PN_TRANSCRIPTION REGULATION THROUGH RNAP SECONDARY CHANNEL_NIH_LANDICK_6-30-09	2,209.00	false
4913	04/06/2009	Landick 0230	Landick 0230	Biolog, Inc.	144-PRJ19PN_TRANSCRIPTION REGULATION THROUGH RNAP SECONDARY CHANNEL_NIH_LANDICK_6-30-09	441.68	false
2479	12/03/2008	Landick 0230	Landick 0230	Phenix Research Products	144-PRJ16PZ_OLEULAR MECHANISMS OF TRANSCR_UA - BIRMINGHAM_003_LANDICK_3-31-2009	2,655.60	false
2734	12/15/2008	Landick 0230	Landick 0230	Omega Engineering Inc.	144-144QC88_GENOME-WIDE CHANGES IN BACTERI_NSF_MCB-0640642_LANDICK_2-28-2010	208.00	false
2903	12/30/2008	Landick 0230	Landick 0230	Dell	144-144QC88_GENOME-WIDE CHANGES IN BACTERI_NSF_MCB-0640642_LANDICK_2-28-2010	940.10	false
2904	12/29/2008	Landick 0230	Landick 0230	National Instruments	144-144QC88_GENOME-WIDE CHANGES IN BACTERI_NSF_MCB-0640642_LANDICK_2-28-2010	1,582.68	false
5474	04/30/09	Landick 0230	Landick 0230	Sigma Aldrich Research	144-144QC88_GENOME-WIDE CHANGES IN BACTERI_NSF_MCB-0640642_LANDICK_2-28-2010	134.02	false
2200	11/12/2008	Landick 0230	Landick 0230	Lakeside Curative Services	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	45.50	false
2224	11/06/2008	Landick 0230	Landick 0230	Bio-Rad SUPPLY CENTER	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	379.05	false
2225	11/12/2008	Landick 0230	Landick 0230	Integrated DNA Technologies	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	59.75	false
2276	11/20/2008	Landick 0230	Landick 0230	Stratagene	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	701.00	false
2477	12/03/2008	Landick 0230	Landick 0230	Lakeside Curative Services	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	218.00	false
2561	12/05/2008	Landick 0230	Landick 0230	Zymo Research	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	244.80	false
2733	12/15/2008	Landick 0230	Landick 0230	Small Parts, Inc	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	18.70	false
2797	12/18/2008	Landick 0230	Landick 0230	New England BioLabs	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	237.60	false
3520	1/29/2009	Landick 0230	Landick 0230	Integrated DNA Technologies	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	29.50	false
5262	04/16/2009	Landick 0230	Landick 0230	Biolog, Inc.	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	136.22	false
5262	04/16/2009	Landick 0230	Landick 0230	Biolog, Inc.	144-144PK72_STRUCTURE/FUNCTION OF TRANSCRI_NIH_R37 GM038660_LANDICK_6-30-2011	136.22	false

Notes:
